



**Minutes of the February 16, 2022
Brown SWCD Regular Board Meeting
Brown County Office Building, Sleepy Eye, MN**

Meeting was called to order at 4:24pm by Craig Fischer.

PRESENT

1. Craig Fischer – Chair
2. Mark Wellner – Vice-Chair
3. Brandon Anderson – Secretary
4. Greg Roiger – PRI
5. Melanie Krueger – District Manager
6. Dean Simonsen – Brown County Commissioner (exited 5xxx)

ABSENT

1. Jeff Nielsen - Treasurer

AGENDA

- ◆ Motion was made by Anderson and seconded by Wellner to approve the agenda as presented.
Affirmative: Anderson, Fischer, Roiger, Wellner
Opposed: None; Motion Carried

CONSENT AGENDA

- ◆ Reviewed the consent agenda items presented which included the January 12, 2022 Board Meeting minutes, the January 2022 Treasurer's Report, the Bills Report dated January 6, 2022 to February 2, 2022, the MASWCD Area VI 2022 Dues payment of \$400.00, the MNSHC 2022 Membership Dues payment of \$25.00, the NUASF 2022 Membership Dues payment of \$20.00, and the Staff Reports dated January 6, 2022 to February 2, 2022. A motion was made by Roiger and seconded by Anderson to approve the consent agenda items as presented.
Affirmative: Anderson, Fischer, Roiger, Wellner
Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ No new items to report on this month.

PF/FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ Reviewed report provided by Fore.

NRCS REPORT

- ◆ Reviewed report provided by Clarke.

COMMISSIONER COMMENTS

- ◆ Commissioner Simonsen gave an update and provided a recap of the most current ditch committee meeting.

COST SHARE REPORT & CONTRACTS

- ◆ Reviewed the cost-share report. There were no contracts for approval this month.

NEW BUSINESS

- ◆ **2021 Audit Bid:** Reviewed bid from Peterson Company. A motion was made by Roiger and seconded by Wellner to accept the bid of \$3,100 from Peterson Company for 2021 audit services.
Affirmative: Anderson, Fischer, Roiger, Wellner
Opposed: None; Motion Carried
- ◆ **DNR Walk-In Access Agreement:** Renewal agreement is due this year for the next two years of the program and will be sent via DocuSign. A motion was made by Wellner and seconded by Anderson to authorize District Manager to review and sign the Joint Powers Agreement with the DNR for the Walk-In Access program.
Affirmative: Anderson, Fischer, Roiger, Wellner
Opposed: None; Motion Carried
- ◆ **Credit Card Policy Update:** Policy was updated to reflect changes in employees. A motion was made by Roiger and seconded by Anderson to approve the revised credit card policy presented.
Affirmative: Anderson, Fischer, Roiger, Wellner
Opposed: None; Motion Carried
- ◆ **MASWCD Legislative Webinar & Briefing Events:** Discussed the MASWCD Legislative webinar that was held on February 9 and the upcoming Legislative Briefing event on March 9 hosted by MASWCD in St Paul. No Supervisors plan to attend.
- ◆ **Election Options:** Discussed the memo from MASWCD and BWSR regarding the two SWCD Supervisor's election options available to the district which are 'at large' or 'by district'. A motion was made by Anderson and seconded by Wellner to maintain the current 'at large' election framework for Brown SWCD.
Affirmative: Anderson, Fischer, Roiger, Wellner
Opposed: None; Motion Carried
- ◆ **Farm Show & Highway 14 Tour Events:** Discussed the upcoming Farm Show and Highway 14 CLASIC Tour events. Supervisors Fischer and Wellner will confirm if available to assist with booth coverage for the Farm Show. Supervisors Anderson and Wellner plan to attend the Highway 14 Tour event on March 3 and will confirm an RSVP to Melanie or Alan by February 23.
- ◆ **CWMA Grant Application:** District Manager gave an overview about a CWMA grant application being worked on by staff in partnership with Brown County Environmental Specialist and Cottonwood SWCD/County. Discussion was held. A motion was made by Anderson and seconded by Wellner to support Brown SWCD submitting a FY22 CWMA grant application.
Affirmative: Anderson, Fischer, Roiger, Wellner
Opposed: None; Motion Carried
- ◆ **SWCD Program Updates:** Reviewed the annual program update reports prepared by staff for district programs – AIS Prevention, RIM/CREP, Buffer, Cost Share, Tree/WCA/WIA/Rain Gauge/Well Readings, and Watershed Planning.

- ◆ **2021 Accomplishments Report:** Reviewed the annual accomplishments report to be posted on the SWCD website. A motion was made by Wellner and seconded by Anderson to approve the 2021 Accomplishments Report as presented.
Affirmative: Anderson, Fischer, Roiger, Wellner
Opposed: None; Motion Carried
- ◆ **2021 Final Budget Report:** Reviewed the 2021 final budget report and the annual Brown SWCD financial dashboard report.
- ◆ **2022 Proposed Budget:** Discussed the proposed budget for 2022 as presented by District Manager. A motion was made by Anderson and seconded by Roiger to approve the 2022 Brown SWCD Budget as presented.
Affirmative: Anderson, Fischer, Roiger, Wellner
Opposed: None; Motion Carried

*Simonsen exited at 5:40pm

- ◆ **Annual Work Plan Review:** Reviewed the annual work plan document, discussed revisions, and Krueger noted all edits to be made. A final copy will be presented at next month's board meeting for approval.
- ◆ **Meeting Reports:**
 - ◇ Anderson gave a report about the GBERBA Policy meeting attended on January 28.
 - ◇ Wellner gave a report about the Area VI Chairs meeting attended on February 2.
 - ◇ Wellner gave a report about the RCRC board meeting attended on February 3.
- ◆ **Upcoming Meetings/Events:** A motion was made by Anderson and seconded by Wellner to approve and attend the upcoming meetings/events:
 - ◇ Monday, March 7 – RCRC Board Meeting (Wellner)
 - ◇ Wednesday, March 9 – Brown SWCD Board Meeting, 4:15pm (All)
 - ◇ Thursday, March 3 – Hwy 14 CLASIC Tour, New Ulm (Anderson, Wellner)
Affirmative: Anderson, Fischer, Roiger, Wellner
Opposed: None; Motion Carried

Meeting Adjourned – 6:36pm

Secretary:  Date: 3/23/2022